

RECREATIONAL TRAILS PROGRAM (RTP)



2013 Grant Workshop

Learning Objectives

- ❖ Identify the recreational trails grant program and discuss how organizations can increase and enhance trails experiences through grant funding opportunities
- ❖ Provide insight into the RTP application, review, award, and funding processes.
- ❖ Discuss the ways in which individual motorized grant projects can be best suited for the RTP



Agenda

- The Recreational Trails Program Overview
- Eligibility and Application Requirements
- Criteria and the Grant Review
- Award and Reimbursement Process



The RTP's Purpose

To develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses.



RTP Funds

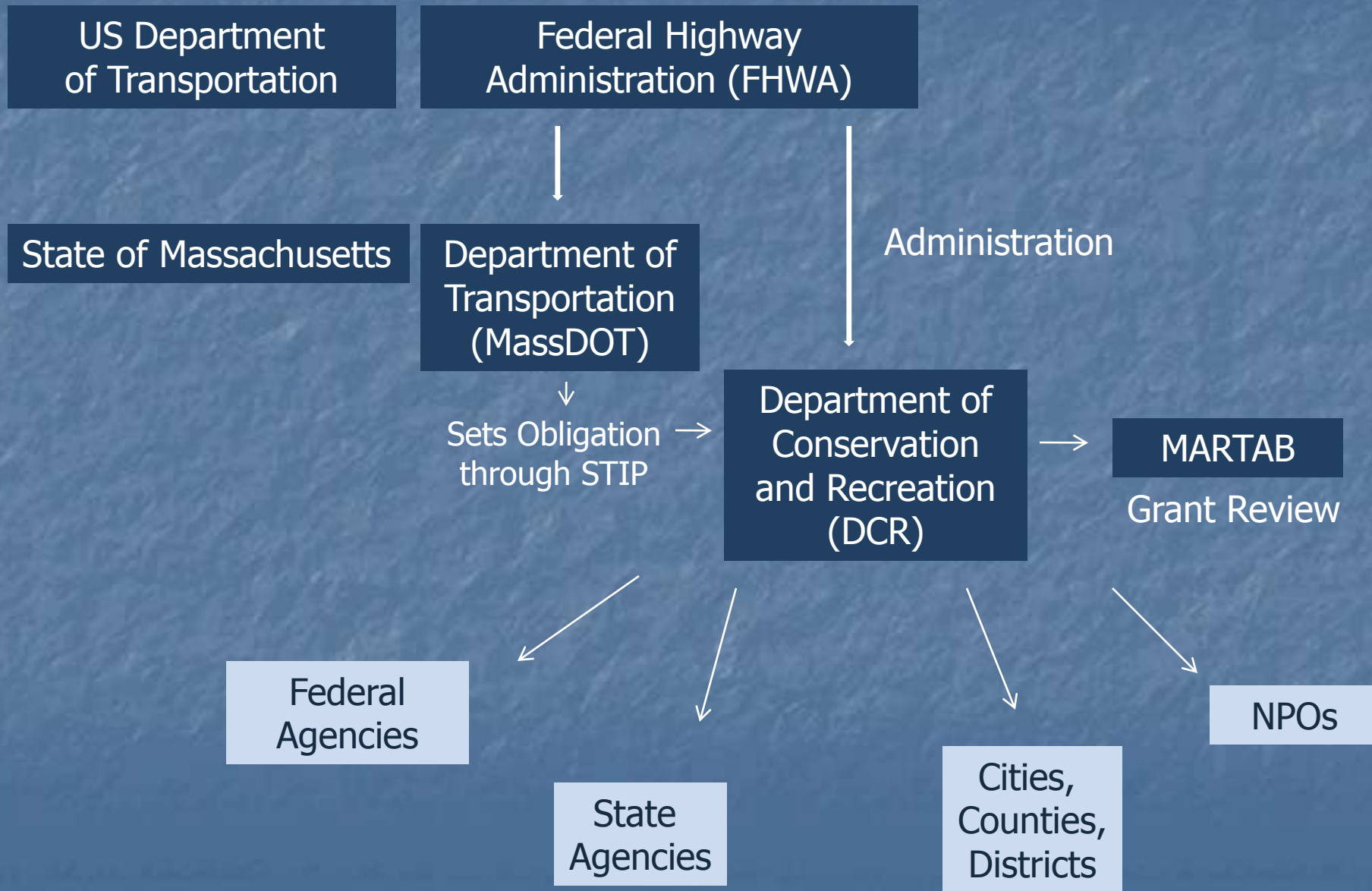
From the Federal Highway Trust Fund

Represents a portion of the motor fuel excise tax
Collected from non-highway recreational fuel use

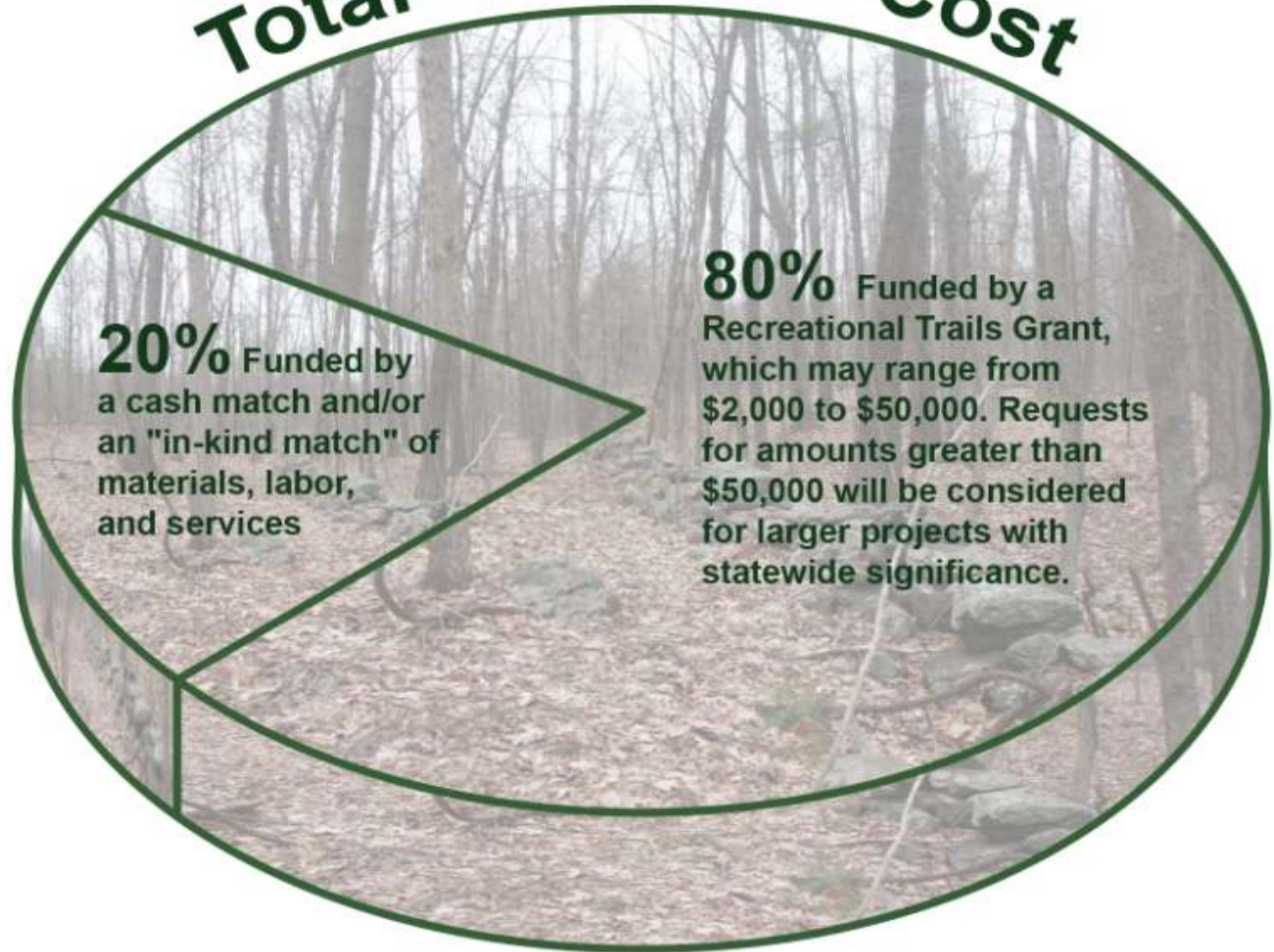
Fuel used for off-highway recreation by snowmobiles,
all-terrain vehicles, off-highway motorcycles,
and off-highway light trucks



RTP Applicants

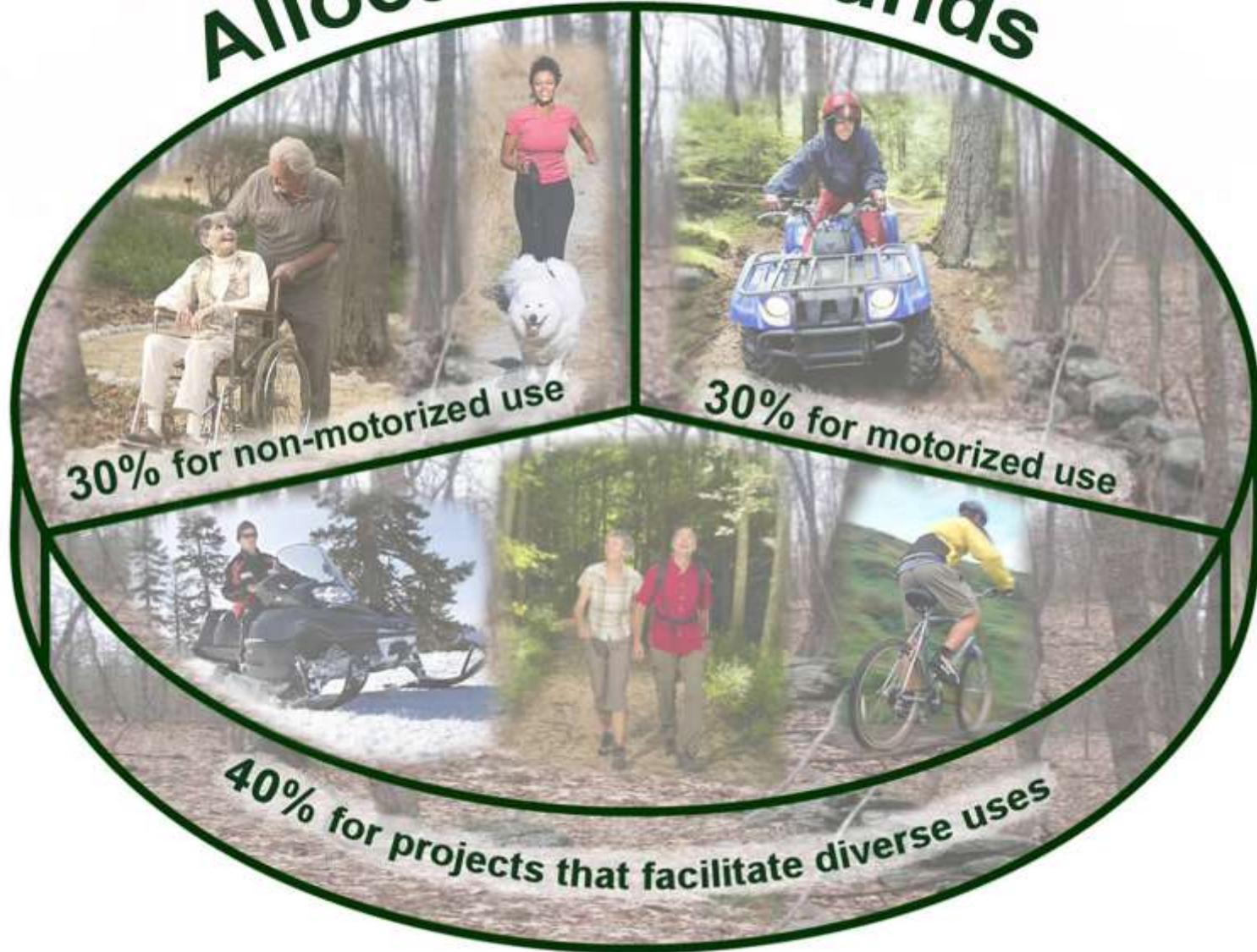


Total Project Cost



$$\text{Funding Request} \times 0.25 = \text{Required Match}$$

Allocation of Funds



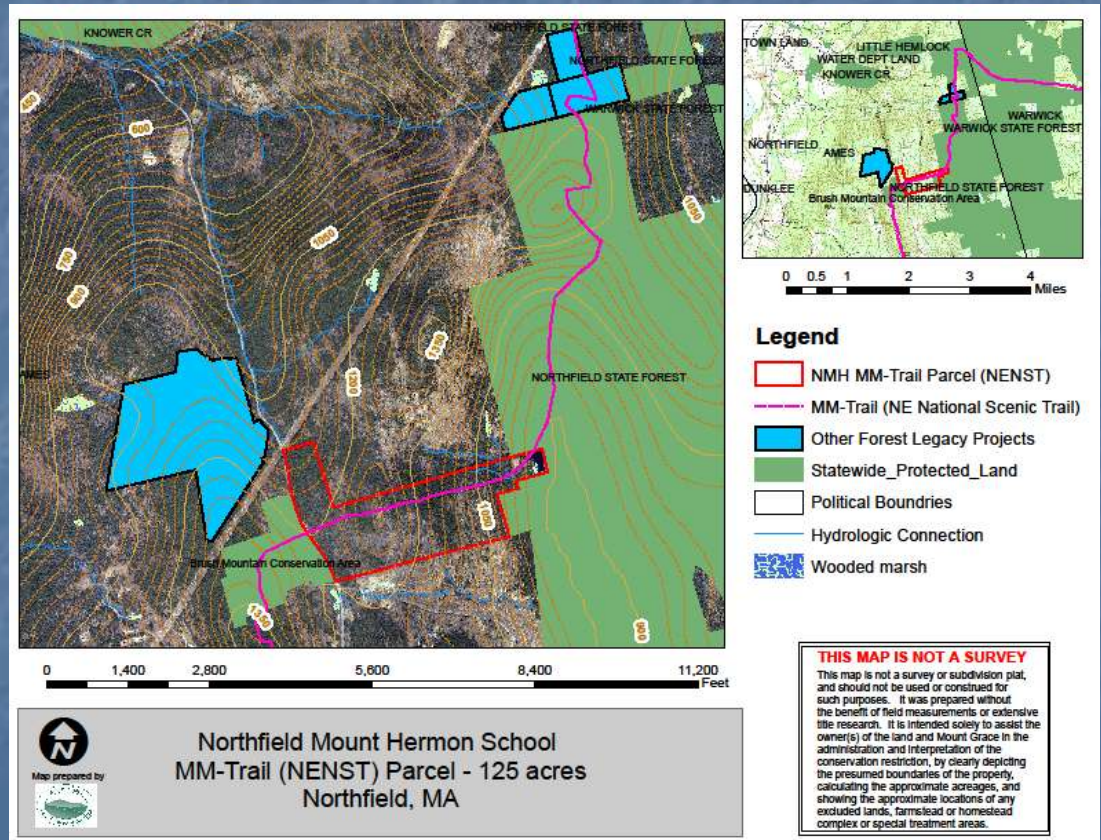
RTP Eligible Projects

- ❖ Construction of new trails.



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Safety and Etiquette

- Speed limit for all users is 10 mph (16 km/h).
- Motorized vehicles are prohibited, with the exception of motorized wheelchairs.
- Always keep to the right, except to pass.
- Ride on the left, only when safe, and call out or sound a warning signal before passing someone.
- Do not block the path. When stopping, move off the path so other users can pass safely.
- Do not litter.
- Keep dogs leashed and controlled.
- Please respect private property along the Bikeway.

Massachusetts State Laws include:

- Obey all traffic-related signs;
- Helmets are required for bicyclists and riders aged 16 and under;
- A headlamp is required when using the path at night.

The full list of Rules and Regulations is posted in the informational books on the Bikeway.

For Emergencies:
Medical, Police, and Fire: Call 911
 To report non-emergencies, contact Falmouth Police:
 (508) 437-2027



Directions

From Bourne Bridge to Bikeway Northern Terminus at County Road, left Rte. 26 at Rte. 1A1, go west, turn right at Rte. 1A1, Cross railroad tracks, and turn right into parking lot. To Depot Ave. Bikeway Parking in Falmouth Village, Continue south on Rte. 26 into Falmouth Village. Turn right onto Depot Ave., and proceeding to its left across North Bay Station.

Trail Management

The Shining Sea Bikeway is maintained by the Town of Falmouth Department of Public Works and the Falmouth Bikeway Committee (www.falmouthbikeway.com). To volunteer as a Bikeway steward, contact the Friends of Falmouth Bikeway (steward@falmouthbikeway.com).

Brochure Credits and Sponsors

Content:
 Town of Falmouth Bikeway Committee • Bruce Brouss, Project Manager • Kathy Strong PRIMA, W&P • Joanne Orsag-Garner, Designer • Deb Stott, Falmouth GIS Coordinator

Consultants:
 Keith Schwaninger, Designer • Helen Yarnall, Illustrator

Rendered by:









Shining Sea BIKEWAY

from sea to shining sea



Exploring the Natural History
and Cultural Heritage
of Falmouth, Massachusetts

cape cod





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- ❖ Projects that demonstrate creative approaches to trail construction, partnerships, resource protection and stewardship.

River Walk
Great Barrington



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- ❖ Provision of features that facilitate trail access and use by persons with disabilities.



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- ❖ Provision of features that facilitate trail access and use by persons with disabilities.
- ❖ Youth Corps!!!

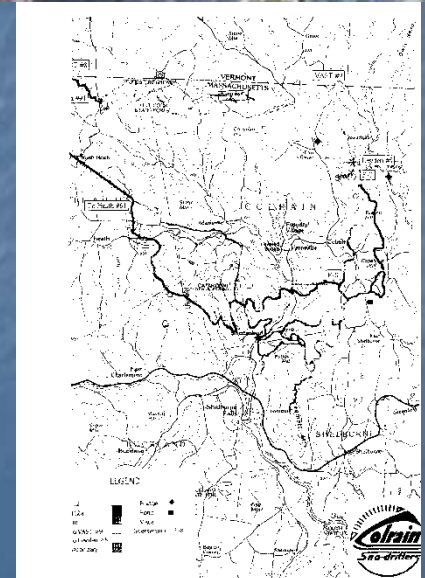
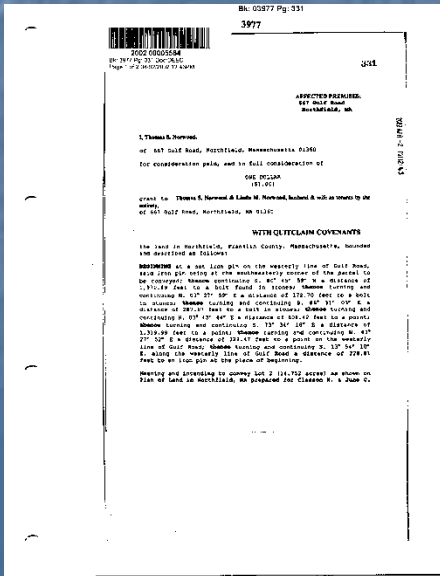


Suggested Types of Trails for RTP Projects

- Long distance trails
- Trails that link natural and recreational resources to homes, schools, neighborhoods, and communities - especially communities of socio-economic and environmental need.
- Urban trails in densely populated areas with underserved populations.
- Water trails.
- 'Non-traditional' open spaces such as utility and transportation corridors, watershed lands, former industrial sites, and landfills.
- Snowmobile, ATV or off-road motorcycle trails.



Motorized



Examples of RTP Projects Non-Motorized



RTP Criteria, Application & Review Process

- Commonwealth Connections
- RTP Criteria
- RTP Application
- Grant Review and Scoring

Commonwealth Connections: A Greenway Vision for Massachusetts

Vermont

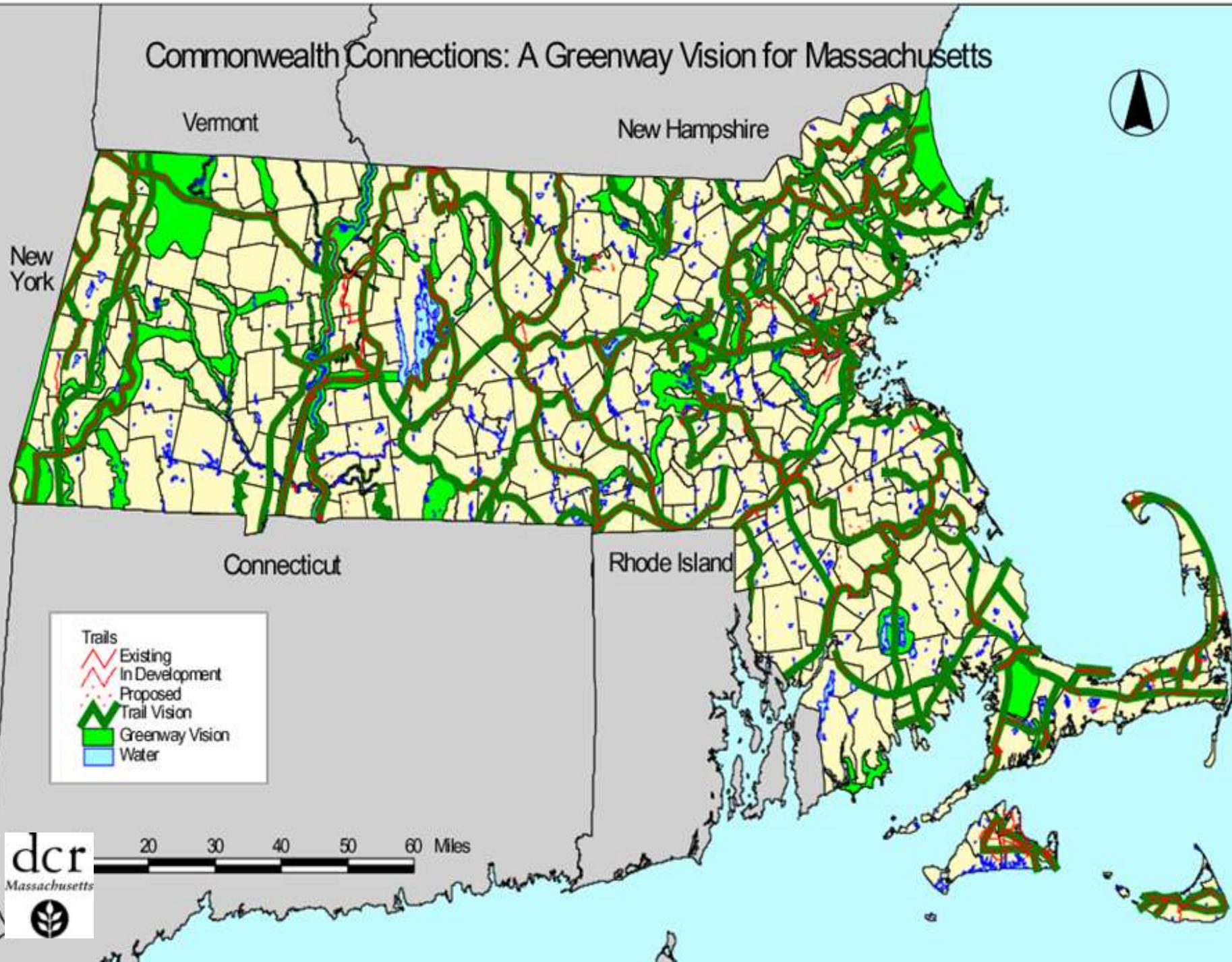
New Hampshire

New York

Connecticut






Rhode Island

- Trails
- Existing
 - In Development
 - Proposed
 - Trail Vision
 - Greenway Vision
 - Water










Commonwealth Connections

Statewide Strategies

-  Protect and Promote the long-distance trail corridors as the primary spines of the Massachusetts greenway and trail system.
-  Protect critical river corridors and their tributaries.
-  Link important natural and human communities.
-  Create a cross-state multi-use trail from Boston to the Berkshires.
-  “Trail Bank” unused rail corridors and work for public access to utility corridors.

RTP Project Selection Criteria

-  Clearly demonstrates the need for the project, such as satisfying a recreational demand, connecting under-served communities, or solving a significant trails issue.
-  Furthers goals or strategies identified in Commonwealth Connections, or an adopted regional or local plan.
-  Describes a realistic, tangible trails project that can be accomplished in the time given. Has a realistic and appropriate budget.
-  Creates, expands or enhances a trail system, with real and lasting public benefits.
-  Thoroughly considers relevant environmental, social and cultural issues, and minimizes and mitigates impacts to natural and cultural resources.
-  Creates partnerships among trail users, organizations, or agencies.
-  Demonstrates community support for the project.

RTP Grant Application

**Recreational Trails Program
2012 Grant Round Application Directions
Four copies of all materials *DUE* (Postmarked by) October 1, 2011**

Application Checklist

Non-Financial Documents to include:

- ☐ Part I Cover Sheet
- ☐ Part II Narrative (2-3 pages max.)
- ☐ Part III Standard Budget Form
- ☐ Part IV Specifications
- ☐ Part V Supporting Materials
- ☐ Pictures, Drawings, or specifications of any structures to be built, if necessary
- ☐ USGS topographic map(s) with **CLEARLY IDENTIFIED PROJECT LOCATION**
- ☐ GIS or GPS data in the form of shapefile or geodatabase of proposed/existing trail location
- ☐ Assurance of "continuing public access" from landowner, or proof of easement, if necessary
- ☐ Copies of ANY permitting already obtained for project (NHESP, Wetlands, Construction, etc.)
- ☐ Appraisal of land to be acquired, if necessary
- ☐ Letter(s) of commitment

Financial Documents to include:

- ☐ "Request for Verification of Taxation Reporting Information" (W-9 Form),
- ☐ "Commonwealth Terms & Conditions,"
- ☐ "Standard Contract"
- ☐ "Signature Verification"
- ☐ "Electronic Funds Transfer Form" with voided check

**** Note: A clear summary of the specific tasks to be accomplished, as well as a USGS Topo locus map with the exact location of the project area MUST be included in the grant application package in order for the project to be considered for funding!***

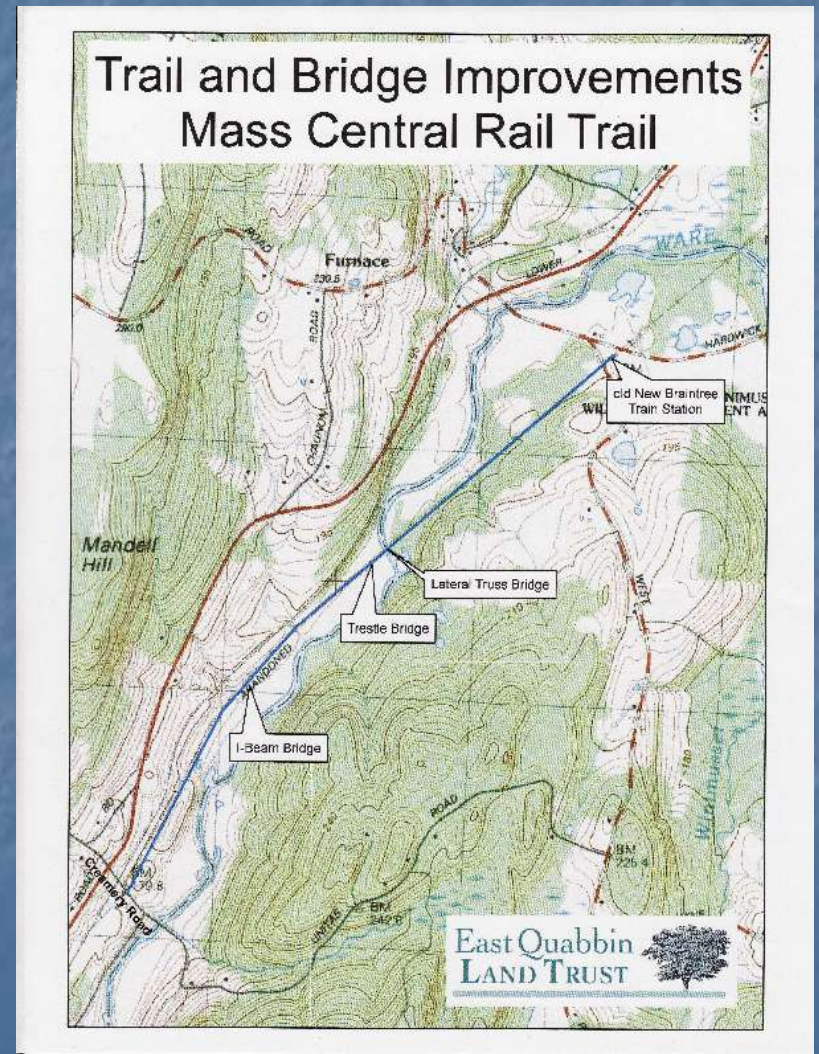
Please complete the application including all documents listed below. Mail four (4) UNBOUND copies of the complete package (and one copy of required financial forms) to:

**Amanda Lewis
Department of Conservation and Recreation
136 Damon Road
Northampton, MA 01060**

No faxed applications please.

RTP Grant Application *Narrative*

- CLEAR Summary of Specific Tasks
- Recreational/Social Need
- Range of Trail Uses/Users
- Project Support
- Additional Information



RTP Grant Application *Budget*

Recreational Trails Program 2012 Application

Part III: Standard Budget Form

1. Total Project Value: \$

2. Grant Amount Requested: \$

Should reflect calculations from the tables in A and B below.

3. Proposed Match Amount: \$

Must be at least 20% of the total project value. (Calculate funding request amount by 0.25 and you will come up with required match). Should reflect calculations from tables in A and B below.

A. Cost of Personnel Time: \$

For employee or consultant time counting toward the grant award, the hourly rate is the rate at which they will be paid.

For employee time counting toward the match, use his/her hourly wage. If volunteer, use the hourly rate that the person(s) would normally receive if they were being paid by your organization (not their "billing rate"). Or use the latest Massachusetts estimate for the value of non-skilled adult volunteer time - found at http://www.independentsector.org/programs/research/volunteer_time.html

Person	# hours needed	Hourly rate	Total \$ amount applied to grant	Total \$ amount applied to match
	hrs	/hr	\$	\$
	hrs	/hr	\$	\$
	hrs	/hr	\$	\$
	hrs	/hr	\$	\$
Totals	hrs	-----	\$	\$

(Extend table as necessary)

B. Cost of Materials: \$

Could be equipment, tools, and services. Should be based off of reasonable estimates or price quotes from vendors and contractors, or from donors if being applied to the match. This can also include equipment rentals, where "unit" is one of time (hours, days).

Material	Unit	Number of Units	Price per Unit	Total \$ amount applied to grant	Total \$ amount applied to match
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
-----	-----	-----	Totals	\$	\$

(Extend table as necessary)

Note about Match: Since you are preparing your application prior to starting the project, the values of match contributions will probably be estimates. If your project is selected for a grant, the match will need to be documented with invoices, proof of payments, time sheets, site inspection, etc. The documented value of the match must equal at least 20% of the total of each reimbursement request.

RTP Grant Application *Specifications*

Before your project is awarded, it will need to comply with:

- National Environmental Policy Act (NEPA) – Categorical Exclusion
- Section 106 of the National Historic Preservation Act
- Massachusetts Endangered Species Act (MESA)
- Wetland Act (approval from local Conservation Commission)

RTP Grant Application

Supporting Materials

- Photos, Drawings, Diagrams, Plans and Specifications
- Equipment Purchases – special requirements
- MAPS!!!
- Project Time-line: EXPECT 9 MONTHS from Application Due Date
- Assurance of “continuing public access” on project site
- Appraisal (if required)
- Letters of Support/Commitment
- Permitting, if already obtained

RTP Grant Application

Financial Paperwork

* Four Copies of Application – ONE COPY of ORIGINAL Financial Paperwork *

- Commonwealth of Massachusetts Standard Contract Form
- Commonwealth Terms and Conditions
- Contractor Authorized Signature Verification Form
- W-9 Form with DUNS Number
- Electronic Funds Transfer Form with Voided Check

RTP Grant Review

Massachusetts Recreational Trail Advisory Board (MARTAB)

- Representative of all trail user groups in Massachusetts
- Makes “recommendations” of RTP grant awards to Governor
- Statewide Trail Initiatives (training, conferences, etc.)



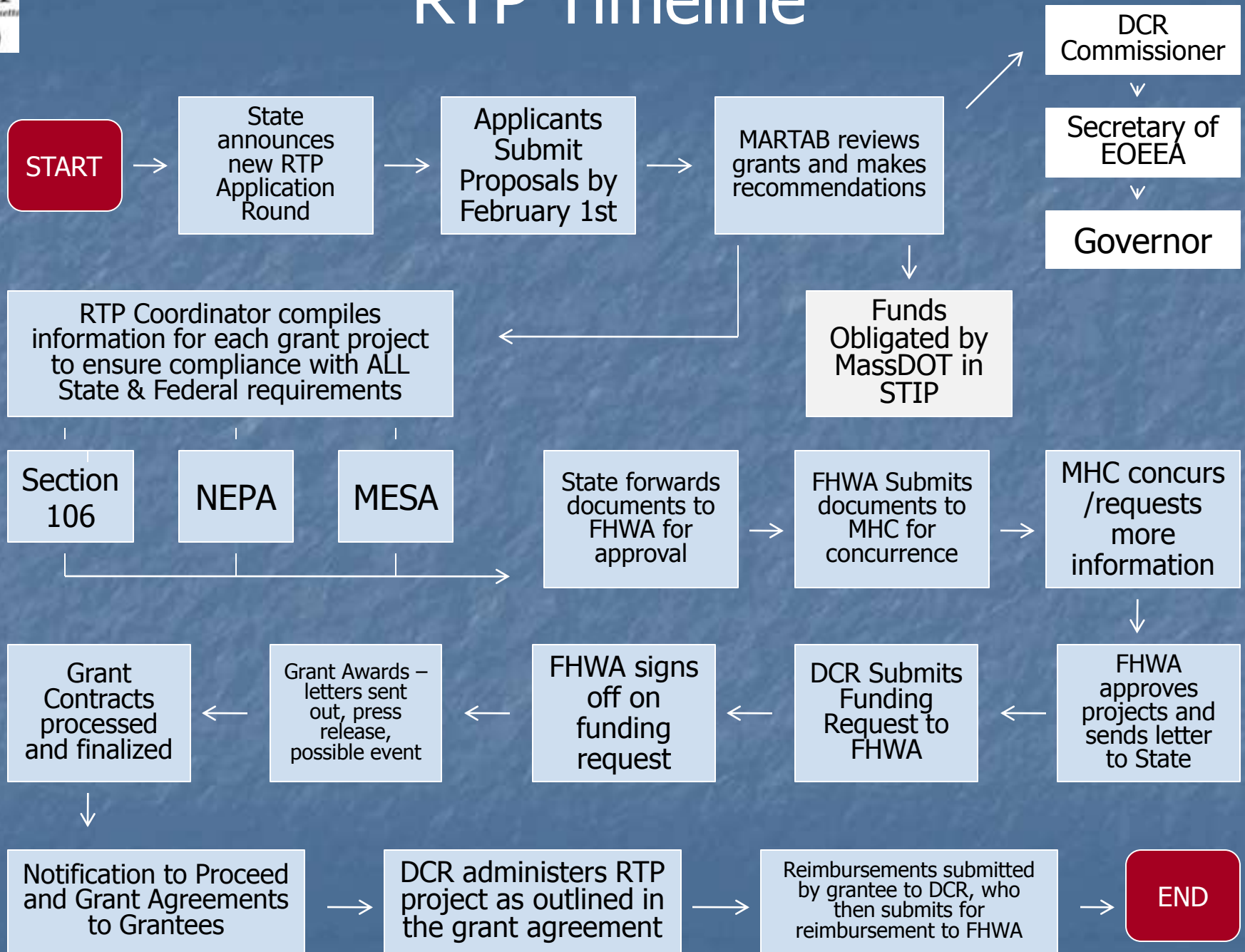
RTP Grant Review

2011 Recreational Trails -- Proposal Evaluation Form

Reviewer's Name:

[illegible]

RTP Timeline



RTP Reimbursement Process

Reimbursement Request Requirements:

- Reimbursement Request Form
- Invoices/Receipts
- Proof of Payment
- 20% Match for every reimbursement request

Match Requirements:

- Invoices/Receipts: same as reimbursement
- Proof of Payment: same as reimbursement
- Volunteer Timesheets: name, dates, work accomplished, signature
- Donations: Letter from donator indicating value of donation
- Use of equipment: proof of value of equipment and list of tasks accomplished
- Other grants/sources of funds: award letter

RTP Statewide Trail Education Grants

- ❖ Deadline: February 1st, annually
- ❖ 2-3 projects for \$8,000 to \$10,000
- ❖ Statewide
- ❖ Motorized and non-motorized mix
- ❖ Trail education programs/trainings or publications which address trail safety and/or environmental protection



Online Resources

- Commonwealth Connections

<http://www.mass.gov/dcr/stewardship/greenway/connections.htm>

- DCR Trails Guidelines and Best Practices Manual

http://www.mass.gov/dcr/stewardship/greenway/docs/DCR_guidelines.pdf

- DCR Greenways and Trails Website

<http://www.mass.gov/dcr/stewardship/greenway/>

For Questions or to apply for a Recreational Trails Grant, Contact:

Amanda Lewis

Recreational Trails Program Coordinator

Department of Conservation and Recreation

413-586-8706

Amanda.lewis@state.ma.us

<http://www.mass.gov/dcr/stewardship/greenway/index.htm>

Get on our mailing list for:



connections

*The newsletter of the Massachusetts
Greenways and Trails Program*